

Ryan White Planning Body: Executive Workgroup
Serving Anson, Cabarrus, Gaston, Mecklenburg, Union, and York Counties

Meeting Minutes

Wednesday, August 1, 2018; 11:00am-12:00pm

Conference call: Dial 866-906-7447

Enter code 5705375

Meeting goals:

1. Debrief first Orientation session
2. Understand HRSA's requirements & expectations moving forward
3. Understand roles and needs in preparation of PSRA

Agenda item	Presenter	Time
Share thoughts about Orientation	Chelsea Gulden	10 minutes
Share Orientation evaluation feedback & discuss any needs for Orientation #2	Kayla Earley	10 minutes
Discuss HRSA's site visit report and next steps	Kayla Earley	20 minutes
Plan for PSRA – data needs, presentation needs, agenda	Everyone	20 minutes

Attendance

Members: Bernard Davis, Chelsea Gulden

Other: Kayla Earley

Absent: Shannon Frady was excused as she is presenting at a conference in DC. Christopher Jones was unable to attend because of visiting family.

Minutes

Thoughts on first Orientation Session

Gulden commented that the data presentation needed more time. Participants, especially consumers, had numerous questions that reflected the need for more context.

First Orientation Session Evaluations

Earley shared a PDF of Orientation Evaluations with the group. Overall, feedback from Orientation was very positive. Participants appreciated the diversity of speakers and the time put into the table decorations / room set up. We did receive some criticism for getting behind time with the agenda, which was largely due to multiple questions during the data presentation. The team agreed that in the future we allot more time for Orientation, especially for data presentations and Public Body Operations, because we had to rush through the workings of the Planning Body.

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Participants also noted that they want more information on HOPWA and the different Parts of Ryan White HIV/AIDS Program. Shannon Frady is scheduled to review HOPWA during the PSRA meeting.

Earley also reported that we received one application for membership because of Orientation. Bernard Davis and the Membership Workgroup are reviewing the application.

Davis will present the Intro and Outro for the second Orientation option (8/2/18). Gulden will ask Morque Bostic if he is willing to return to present about Ryan White HIV/AIDS Program again.

Review of HRSA's site visit and next steps

Earley reported that the Ryan White staff do not yet have a written report from HRSA's site visit (week of 7/25/18), but reviewed some preliminary findings / suggestions for programmatic improvement. Planning CHATT consultant, Hila Berl, who attended the HRSA site visit recommended that the Planning Body "review documents," primarily Bylaws and Policies & Procedures Manual. However, Berl provided little detail about what needs to change at this point; Earley to follow up after receiving HRSA's written report. Some suggestions are a matter of interpretation, including concerns about CEO vs. CEO's designee and Conflict of Interest Disclosure. Earley is waiting on final decision from Andy Tesfazion of HRSA and will send his responses to the Executive Team upon receipt.

Davis and Gulden expressed concerns around Berl's interpretation of Conflict of Interest, worrying that aligned providers will not be able to provide clarification around services if they are not allowed to participate in discussion. Earley suggested that we continue operating under our current Conflict of Interest policy (disclose conflict of interest before discussion and participate without voting) until we have a final decision from HRSA. Gulden recommended adding each member's conflict of interest (service categories) to nametags so the group has a written reminder of COI without the person constantly repeating it. Earley asked if it is okay to provide participants with paper to write their conflict of interest and tape it to the front of their tables to avoid small print on the nametags.

PSRA Plan

The Part A Manual has a lengthy list of data that must be presented during the PSRA, including epidemiological data, performance and outcomes evaluation data, service utilization data, service cost data, needs assessment data, and other relevant data about co-morbidity and other federally funded HIV programs in the TGA. Earley, Luis Cruz, and Valetta Rhinehart have a meeting scheduled with epidemiologist Donna Smith on 8/7/18 to review data needs and plan for obtaining missing data (if any). Earley has also lined up outside speakers to present on:

1. HOPWA – Shannon Frady, Carolinas CARE Partnership
2. Part B – Robert Winstead, NC Part B Office
3. Part D – Sue Goodman, CW Williams
4. Ryan White Part A expenditures, service utilization/cost data – Luis Cruz, Recipient
5. Performance and outcomes evaluation data – Valetta Rhinehart, Quality Management

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6. Cost analysis of insurance/ACA vs. Ryan White care – Jaysen Foreman, RAIN
7. HIV Community Plan's Needs Assessment – Brian Witt, HIV Community Plan
8. TGA's Needs Assessment – Kayla Earley, Planning Body

Gulden and Davis are concerned that the scheduled 5 hours for PSRA is not enough time to cover all this information, plus completing the PSRA process. Gulden recommended extending the meeting time to 9:30am-4:30pm with breakfast and coffee provided from 9:00-9:30 and a working lunch. Gulden stated that this time will allow people traveling from other counties to travel at reasonable times of the day. Gulden recommended allotting the first three hours to data presentations and the last four hours to PSRA (2 hours for priority setting and 2 hours for resource allocation). The team discussed having 1-2 whole days for PSRA in the next fiscal year and will discuss when creating the meeting calendar and workplan for the next FY. Earley to update the agenda and notify the Planning Body of the extended time as soon as possible.

During HRSA's site visit, Hila Berl, Planning CHATT consultant, also had recommendations for the PSRA:

1. We should not have all white people lead the Minority AIDS Initiative (MAI) PSRA process.
 - a. Chelsea Gulden volunteered to work with Chris Jones so he is prepared to lead this process. Gulden and Jones will work together to lead the PSRA.
2. During Orientation, we played the baby shower pin game, where participants are not allowed to say a certain word. Berl suggested that we play this game again, and that we are not allowed to say the names of aligned providers. Berl stated that this game is a fun way to remind people that the Planning Body does not discuss specific providers, but service categories only.
3. Epidemiological data presented during the PSRA must be broken down into very specific details for populations served (race, ethnicity, county of residence, age, household size, etc.). This information will give us better insight when making decisions that affect/shape the System of Care, especially around MAI funds.
4. HRSA/Planning CHATT wants to see more clients enrolled in ACA. Berl recommended that the Planning Body write a very specific directive to the Recipient to include ACA enrollment strategies/processes/training into contracts and training plans for all providers. Berl also stated that directives should help guide the Recipient toward creating a System of Care.
 - a. Gulden and Davis expressed concerns that this recommendation takes power out of the Planning Body hands and that it does not allow the PB to make community-based decisions. The Executive Team will review potential directives after the PSRA and before the PB meets to finalize directives.
 - b. Gulden also shared that HRSA addressed System of Care during the Provider Meeting on 7/26/18. She explained that HRSA would like to see more communication between providers instead of isolated efforts, including central recertification sharing on CAREWare. Davis asked how System of Care relates to the Planning Body, since PB cannot discuss providers. Earley was unsure how to answer this question but will follow up upon receipt of HRSA's written report.

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To do	Who is responsible	By when
Extend and finalize agenda for PSRA	Kayla Earley	ASAP
Send PSRA reminder and update (including HRSA Service Category definitions, Needs Assessment Summary, Agenda, and other meeting materials) to Planning Body	Kayla Earley	ASAP